

United States Army Recruiting Command



VOLUNTEER RECRUITER PROGRAM

SAMPLE APPLICATION AND GUIDE



VOL I, MAR 2000

STEPS IN PROCESSING A VOLUNTEER RECRUITER APPLICATION

Step 1: Review AR 601-1, Assignment of Enlisted Personnel to the U.S. Army Recruiting Command, to determine if you are eligible and wish to apply for this program. This regulation covers the DA-selected program for recruiters and there are different requirements for the volunteer program explained below in step 2. You can view this AR on the internet at http://books.usapa.belvoir.army.mil:80/cgi-bin/bookmgr/BOOKS/R601_1/CCONTENTS

Step 2: Meet the following requirements; some are waiverable and some are not. See AR 601-1 for guidance.

- (a) U.S. citizenship
- (b) High school graduate or GED with 30 semester hours of college. CLEP or DANTES credit is not acceptable. **(W)**
- (c) Minimum GT score of 110, waiverable to 100 **(W)**
- (d) Meet the age standard: Be at least 21 years old, but not exceed 37 for SGT or 39 for SSG or SFC **(W)**
- (e) Not be a first-term soldier (exception if you are within 6 months of reenlistment)
- (f) Must have 12 months on station if in CONUS. If OCONUS, you must have 6-10 months remaining until DEROS for short tour areas and 6-12 months remaining for long tour areas.
- (g) Have completed at least 1 year of service since reclassification
- (h) Have 3 years Time in Service (TIS) remaining after completion of the Army Recruiting Course (ARC)
- (i) Have at least 4 years Time in Service (TIS) and not exceed the following Time in Grade (TIG) or TIS standards:
 - (1) SSG (P) or SFC: Maximum 2 years TIG and 14 years TIS. TIG limit does not apply to SSG(P) **(W)**
 - (2) SGT(P) or SSG: Maximum 12 years TIS **(W)**
 - (3) SGT: Maximum 8 years TIS **(W)**
- (j) Meet NCOES requirements: PLDC for SGT, BNCOC for SSG and ANCOC (or class date) for SFC
- (k) Meet the height/weight standards of AR 600-9 or be within body fat limits
- (l) No AWOL or lost time during the current enlistment or in the past 3 years, whichever is longer
- (m) Not currently assigned to a Military Entrance Processing Command (MEPCOM) testing section
- (n) Minimum profile (PULHES) standard of 132221 or better, no shaving profile, and no visible tattoos that may be perceived as offensive, sexist, distasteful, gang related, etc. If you have had an MMRB, the findings must have indicated you are eligible to remain in your MOS.
- (o) Have a valid civilian driver's license with no record of careless, reckless or unsafe driving
- (p) No bankruptcy within the past five years, no current credit problems, and adequate discretionary income
- (q) Not currently nor have previously enrolled in the past 12 months in a drug or alcohol dependency intervention program of any type. No alcohol related incidents within the past 5 years such as DUI, DWI, or drunk and disorderly.
- (r) No law violations such as courts martial, felonies or moral/integrity violations
- (s) No marital, emotional, medical, or family problems that would hamper duty performance
- (t) Not have more family members (spouse included) than: 2 for SGT, 3 for SGT(P), 4 for SSG and 5 for SFC **(W)**
- (u) Married Army couples must both apply and get accepted for the program **(W)**
- (v) Sole parents with a family care plan may apply and will be considered on a case-by-case basis **(W)**
- (w) Cannot be pregnant at time of selection or prior to attending Army Recruiting Course (ARC)

Note: Requirements followed by (W) can be waived on a case-by-case basis.

Step 3: Review the Recruiting Volunteer web site at: www.usarec.army.mil. A sample packet can be viewed and downloaded and all forms downloaded for use with Formflow or Adobe Acrobat software.

Step 4: Contact a recruiter using one of the phone numbers in the web site for a telephonic interview to ensure you meet the qualifications noted in Step 2 above. If you are told you are eligible, then you can assemble your application; ensuring documents are less than 60 days old (6 months for mental evaluation) upon receipt at USAREC. **DO NOT** send an incomplete application (or copies) with plans to send the missing document(s) later.

Step 5: Print the "Ready to Mail Application" checklist from the web site and using the checklist make sure your application is complete and accurate. Mail the original application to: **COMMANDER, HQ USAREC, ATTN: RCRO-SM-RT, 1307 3RD AVE, FT KNOX, KY 40121-2726**. You should keep a copy of your application for your files.

Step 6: Application is screened for completeness and accuracy and you are notified of any discrepancies. If you are eligible, the EQI Part 1 screening questionnaire will be mailed to you for completion and return. Upon return of the EQI Part 1, you will be contacted for a phone interview to complete the EQI Part 2.

Step 7: Application is forwarded to the USAREC Liaison at TAPERSCOM for coordination with your current MOS branch manager who conditionally approves or disapproves your request for release into the recruiter program. Also the Background Investigation is initiated. This process can take 4 - 6 months.

Step 8: You are tentatively slotted for the Army Recruiting Course (ARC) and your assignment to a recruiting battalion is worked. Assignment is made by USAREC after a favorable Background Investigation is completed. You can expect to receive your assignment about 6 months prior to your report date.

Step 9: Visit our web site at least monthly for new or updated information or to check the status of your application.

VOLUNTEER RECRUITER APPLICATION CHECKLIST

1. Telephonic interview: Interviewed with a recruiter and told to proceed with an application.

2. Memo, subject: Recruiting Duty Volunteer Statement: Ensure you provide the information requested at the bottom of the memo to include your signature. Use the example on page 3.

3. DA Form 5425-R (3 pages): Complete using only your income (do not include your spouse's income). In block 6c, put your monthly clothing allowance (annual allowance divided by 12). Add blocks 6a, 6b, and 6c and place the total in block 6d. For block 6e, add the following from your latest LES: federal taxes, FICA, state taxes (if applicable) and Medicare taxes. Subtract block 6e from 6d for your after-tax total and place that amount in block 6f. In block 6g put your BAH (if you receive it), and any other income that will not change after you PCS. Add blocks 6f and 6g for your total monthly spendable income. Put your monthly rent or house payment in block 8j if you live off-post and recognized BAH as income in block 6g. After completing this form, sign and date on the bottom of page 3. Disclosure of this information is voluntary; however, failure to provide this information may delay or suspend the application. Use the examples on pages 4-6.

4. DA Form 5427-R: Your first level commander (company, battery, detachment, etc) completes this form. No delegation is authorized unless accompanied by assumption of command orders. With the assistance of your personnel office or training office, you must complete the top portion and blocks 13a through 15b. The commander completes blocks 1 through 12 and **must explain any ratings of 1, 2, or 3 in the remarks section**. Use the examples on pages 7 and 8.

5. DA Form 5426-R: Your battalion commander or first LTC supervisor completes this form. No delegation is authorized unless accompanied by assumption of command orders. You should complete the admin portion of Part 1 and the Bn Cdr must complete the remaining blocks. The Bn Cdr signs at the bottom of the form and your PSNCO provides their name and phone number. The Bn Cdr must provide comments if he/she feels you not qualified while positive comments are optional. Use the example on page 9.

6. Assignment preference map: Go to our web site, download the US map marked with all Recruiting Battalion headquarters and indicate your assignment preferences for recruiting duty by selecting a total of 9 battalions. Selections must be in groups of 3 from 3 different brigades (follow the example on page 10). Indicate the order of preference for your selections beside each battalion. A specific assignment is not guaranteed, but your preference will be considered along with the needs of the Army.

7. Include the following documents:

- (a) Mental evaluation (DA Form 3822 or whatever document is provided by Mental Hygiene)
- (b) Enlisted Record Brief (ERB) (formerly the DA Form 2A and 2-1)
- (c) APFT card indicating a passing score within the past 6 months
- (d) DA photo

Note: Documents must be less than 60 days old upon receipt at USAREC except for the mental evaluation, which must be within 6 months.

8. Include the following documents if applicable:

- a. Body fat worksheet signed by your commander or first sergeant if you exceed the table in AR 600-9.
- b. Photos of all tattoos except for those in private areas. Photos can be taken with a personal camera.
- c. Proof of enrollment in the EFMP that indicates the type of treatment required for your family member(s).
- d. Provide a copy of any Article 15s, including summarized. If you cannot obtain a copy, include a memo from your commander that explains the charge(s) and punishment administered.
- e. Proof of 30 semester hours of college if you are not a high school graduate. Transcripts, grade slips or your ERB posted with 1 or more year of college will be acceptable proof. CLEP or DANTES credit is not acceptable.
- f. A copy of MMRB results from any P3 profile.
- g. Prior recruiters (previously awarded SQI 4) must include the following:
 - (1) All NCOERs from the time entered recruiting duty til present
 - (2) All point sheets from prior recruiting duty and orders for highest level recruiting award
 - (3) A copy of your highest recruiter award (GB, 1SS, 2SS, 3SS, Ring, Medallion)
 - (4) A statement that indicates where assigned while on recruiting duty

9. Other documents: May be required for some applicants. If this applies, you will be called or emailed requesting additional documentation.

10. EQI screening questionnaire Part 1 & Part 2: Upon receipt of a complete and accurate application and after processing any waivers, you will be mailed the EQI Part 1. Respond to all questions and return the completed questionnaire to HQs USAREC. Upon receipt and verification of the screening results, you will be called and interviewed to complete the EQI Part 2. The EQI Part 1 may be administered earlier in the application process.

PRIVACY ACT STATEMENT

AUTHORITY: Collection of this information is authorized by 10 USC, sections 503 and 3013.

PRINCIPAL PURPOSE: Information collected will be used to expedite the selection process of recruiter applicants.

ROUTINE USES: Used by Recruiter Selection Teams when interviewing recruiter applicants.

EFFECTS OF NOT PROVIDING INFORMATION: Disclosure of this information is voluntary; however, failure to provide the requested information may delay or suspend the application.

RCRO-SM-RT

MEMORANDUM FOR Commander, USAREC, ATTN: RCRO-SM-RT, 1307 3d Ave,
Fort Knox, KY 40121-2726

SUBJECT: Recruiting Duty Volunteer Statement

1. I hereby volunteer for recruiting duty under the provisions of AR 601-1, chapter 2.
2. I understand that I will be on recruiting duty for a minimum of 36 months, provided I successfully complete the New Recruiter Program.
3. I am aware that TAPERSCOM will request a complete Background Investigation on me and my approval for recruiting duty is tentative until the information received is boarded and evaluated.
4. Have you ever applied for or been nominated for recruiting duty and were disapproved?

 YES X NO If YES, explain: _____

5. I understand that if I am married to another soldier, my spouse must also volunteer for recruiting duty.

6. I provide the following information:

LAST NAME: DOE **FIRST NAME:** DANIEL **MI:** U

RANK: SSG **SSN:** 123-45-6789

UNIT, POST, AND ZIP CODE: HHT, 1ST SQDN, 187TH CAV, FT KNOX, KY 40121

EMAIL ADDRESS: DoeDaniel@anywho.com

DUTY PHONE #: DSN: 464-1235 COMM: (502) 624-1235

HOME PHONE #: (502) 924-1234

SIGNATURE: YOUR SIGNATURE GOES HERE

APPLICANT/NOMINEE PERSONAL FINANCIAL STATEMENT

For use of this form, see AR 601-1; the proponent agency is DCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority for Collection of Information: 5 USC 301.

PRINCIPAL PURPOSES: **PERSCOM** - To verify that individual meets financial criteria in accordance with AR 601-1 and is suitable for selection and assignment to recruiting duty.

USAREC - To ascertain financial status of recruiter selectee; to develop assignment for the individual relative to the varying cost in certain geographical locations.

ROUTINE USES: Used during inprocessing at the Army Recruiter Course to confirm continued eligibility for recruiting assignment.

DISCLOSURE: Completion of this form is voluntary. If requested information is not provided, selection and assignment will be made without consideration of financial status.

1. NAME (Last, First, Middle) DOE, DANIEL U.	2. GRADE SSG	3. SSN 123-45-6789				
4. Are you now or have you ever filed for bankruptcy? (If yes, state when, where, and why.)		<table border="1" style="margin: auto;"> <tr> <th style="width: 50%;">YES</th> <th style="width: 50%;">NO</th> </tr> <tr> <td style="height: 40px;"></td> <td style="text-align: center; vertical-align: middle; font-size: 2em;">X</td> </tr> </table>	YES	NO		X
YES	NO					
	X					
5. Have you ever received a letter(s) of indebtedness? (If yes, enter month and year below.) <div style="display: flex; justify-content: space-around;"> <div> _____ MONTH _____ YEAR _____ MONTH _____ YEAR </div> <div style="text-align: center; font-size: 2em;">X</div> </div>						
6. MONTHLY INCOME	AMOUNT	TOTAL				
a. Basic Pay	1,973.00	X				
b. Separate Rations	232.50					
c. Clothing Allowance	30.00					
d. Total Military Income Before Taxes (Total of a thru c above)	2,235.50					
e. Subtract FICA and Income Taxes	(Subtract)	249.15				
f. Total After Tax Income	(Equal)	1,986.35				
g. Any other Monthly Income (Do not include Spouse's income)	(Add)	555.60				
TOTAL MONTHLY SPENDABLE INCOME	(Equal)	2,541.95				

ADDITIONAL INFORMATION OR REMARKS

NOTES:

1. Item 6g is NCO's BAH because he resides off post.
2. You can also include any other income (but not your spouse's income) in this block. Explain in this remarks section the source of the income.

7. ASSETS				YES	NO	AMOUNT
a. Do you have a savings account? <i>(Enter approximate balance)</i>				X		1,100.00
b. Do you own stocks, bonds, or benefit from a trust? <i>(Enter approximate value)</i>					X	
c. Do you own <i>(with no payments)</i> :						
(1) Vehicles						
MAKE	MODEL	YEAR			X	
(Enter total estimated value)						
(2) Home Trailer ("x" one)					X	
(Enter total estimated value)						
(3) Furniture <i>(Enter estimated value)</i>				X		10,000.00
(4) Land <i>(Enter estimated value)</i>					X	
TOTAL ASSETS						11,100.00
8. MONTHLY EXPENDITURES/LIABILITIES						MONTHLY PAYMENT
a. Cost of food <i>(Include meals eaten out, school lunches, etc.)</i>						375.00
b. Clothing <i>(Dry cleaning/laundry)</i>						30.00
c. Medical <i>(Doctor, orthodontist, special medications, special schooling or treatment for handicapped family member)</i>						
d. Insurance <i>(Life, auto, homeowner, other)</i>						100.00
e. Vehicle expenses						
(1)	MAKE	MODEL	YEAR			
	FORD	EXPLORER	1998			
(Enter total estimated value)						425.00
(2) Gas, Oil, maintenance						65.00
f. List charge cards or credit cards for which you have an outstanding balance:				BALANCE OWED		
NAME						
VISA CARD				1,500.00		45.00
DPP				1,000.00		30.00
MASTER CARD				2,000.00		60.00
SEARS				900.00		30.00
LOUISVILLE ORTHODONTIC SPECIALIST				2,100.00		110.00

8. MONTHLY EXPENDITURES/LIABILITIES (Continued)				BALANCE OWED	MONTHLY PAYMENT
g. List finance companies, banks, credit unions, or other institutions where you have an outstanding loan:				1,000.00	120.00
NAME					
FT KNOX CREDIT UNION					
h. Alimony or child support.					
i. Any allotments for purposes not listed above? (If yes, state for what purpose.)		YES	NO		
j. Any other indebtedness or financial obligation not listed above? (Use remarks section to explain if necessary.)		X			850.00
TOTAL MONTHLY EXPENDITURES/LIABILITIES					2,240.00

REMARKS

NOTES:

1. Item 8j is NCO's rent amount (or house payment), plus utilities. If you reside on-post and did claim BAH in item 6g on page 1 of this form, then you do not to recognize any rental and utility expenses in the block.
2. Any other indebtedness or financial obligation not listed above should be addressed here.

9. SIGNATURE OF VOLUNTEER/NOMINEE (APPLICANT'S SIGNATURE)	10. DATE 8 FEB 2000
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COMMANDER'S ASSESSMENT OF RECRUITER CANDIDATE
 For use of this form, see AR 601-1; the proponent agency is DCSPER.

NAME OF CANDIDATE <i>(Last, First, Middle)</i>	GRADE	SSN	LENGTH OF TIME COMMANDER HAS KNOWN CANDIDATE <i>(Months)</i>
DOE, DANIEL U.	SSG	123-45-6789	8

<i>In items 1 through 12 below there is a brief narrative describing environmental factors of recruiting duty followed by a related question. Considering these factors, for each item indicate the degree of agreement with the following questions as being descriptive of the assessed candidate.</i>	<i>("X" Appropriate block)</i>				
	LOW DEGREE			HIGH DEGREE	
	1	2	3	4	5
1. A recruiter is normally assigned to a station consisting of two to five recruiters. Recruiting requires that an individual perform many tasks with minimum direct supervision. Each station has an overall recruiting mission to be successful and requires a combined team effort to accomplish this mission. Is the candidate reliable, loyal, cooperative, and a team player?					X
2. A recruiter has a great deal of independence of action. The recruiter must be capable of working with minimum supervision and must motivate himself/ herself to prospect on a daily basis. Is the candidate an independent worker, a self-starter? Does he/she seek responsibility?				X	
3. Recruiters must interact and communicate with people of various educational levels. They must be capable of speaking to small and large groups as well as individuals. Could the candidate maintain a conventional dialogue with school officials, civic leaders, etc.?					X
4. Recruiting is similar to selling in that it requires personnel who can present the Army story in a convincing and innovative manner, and be able to close sales. The basic tools are provided; however, each recruiter must develop a technique for using them. Is the candidate industrious, aggressive, imaginative, and organized?					X
5. Recruiters should represent the best the Army has to offer in terms of past performances and potential future contributions to the Army. Does the candidate demonstrate promotion and school potential?					X
6. The average duty day for a recruiter is a minimum of 10 hours. Recruiters routinely work in the evenings and on Saturdays. Although he/she may presently be an outstanding NCO, without a solid family life at home, duty performance could rapidly decline. A soldier's family is the cornerstone of his/her morale. Does the Candidate have a stable family home life?					X
7. The recruiter is the Army in the Community. First impressions are lasting impressions. Does the candidate present an above average appearance? Pride in Uniform? Physical condition?					X
8. Recruiters are viewed within the community as leaders. They must present themselves in such a manner as to always inspire confidence in our Army. They must lead by setting the example. Does the candidate demonstrate leadership appropriate to grade?					X
9. Because they live in the civilian community, recruiters are constantly under scrutiny. Recruiter standards of conduct must be exemplary. Does the candidate demonstrate professional and personal maturity on and off duty?					X
10 Due to the wide-spread geographic assignments with USAREC, recruiters do not always have access to the normal benefits of military life. Recruiters must be capable of overcoming this separation from normal support and performing the mission despite it. Positive attitude must be influential on others. Does the candidate display a positive attitude? Is he/she motivated and enthusiastic?					X

M		TAB		TAB		TAB		
(See Instructions on first page.)				("X" Appropriate block)				
				LOW DEGREE			HIGH DEGREE	
				1	2	3	4	5
11. One of the keys to success in recruiting is community involvement. Does the candidate participate in civic activities? Of duty education?							X	
12. Recruiting personnel must interact with the public. Recruiters must recruit the best possible applicant to man our Army. Recruiters must not allow personnel preferences or biases to influence their recruiting activities. Does the candidate support the Equal Opportunity Program?								X
13a. CANDIDATE'S HEIGHT 70		b. WEIGHT 170		14a. DATE OF LAST PT TEST 12 DEC 99				
15a. DATE OF LAST PHYSICAL 15 OCT 98				b. SCORE OR LAST PT TEST 292				
b. PROFILE NONE PULCHES: 111121				80 Push Ups				
				85 Sit Ups				
				13:20 Run				
16. Does the candidate or his/her family have medical problems? (If yes, explain in Remarks section below.)							YES	NO
								X

REMARKS

NOTES:

1. YOUR FIRST LEVEL COMMANDER COMPLETES THIS FORM. NO DELEGATION IS AUTHORIZED UNLESS ACCOMPANIED BY ASSUMPTION OF COMMAND ORDERS. WITH THE ASSISTANCE OF YOUR PERSONNEL OFFICE OR TRAINING OFFICE, YOU MUST COMPLETE THE TOP PORTION AND BLOCKS 13A THROUGH 15B. THE COMMANDER COMPLETES BLOCKS 1 THROUGH 12 AND MUST EXPLAIN ANY RATINGS OF 1, 2, OR 3 IN THIS REMARKS SECTION.

2. ALSO COMMENT ON BLOCK 16 IF ANSWERED YES.

NAME OF COMMANDER (Last, First, Middle) AMERICA, WILLIAM J.	GRADE CPT
UNIT OF ASSIGNMENT HHT, 1ST SQDN, 187TH CAV, FT KNOX KY 40121	DATE (Day, Month, Year) 11 FEB 2000
TELEPHONE NUMBER (AUTOYON) DSN: 536-1111	(Commercial) (502) 626-1111
SIGNATURE OF COMMANDER COMMANDER SIGNS HERE	DATE 11 FEB 2000

DA FORM 5427-R, MAY 85

USAPA V1.00

COMMANDER'S EVALUATION

For use of this form, see AR 601-1; the proponent agency is DCSPER.

INSTRUCTION: To be Completed by Battalion Commander or First Commander in Chain Command in the Grade of LTC or higher.

PART I - QUALIFIED

After interviewing:

NAME (Last, First, Middle) DOE, DANIEL U.	GRADE SSG	SSN 123-45-6789
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I consider the soldier qualified to perform a three-year tour as a recruiter. The following have been verified:
(All Statements must be completed/verified. In first column, use "X" for verification or "NA" for not applicable.)

X	Soldier has both a valid military and state driver's license or a valid state driver's license and is qualified to obtain a military driver's license.
X	Soldier's current <u>70"</u> Height; <u>170</u> Weight
X	Soldier currently has <u>3</u> dependents (to include spouse).
X	Soldier <u> </u> Is <u>X</u> Is Not a sole parent.
X	Soldier is not currently enrolled in the Army's drug and alcohol abuse program.
X	Soldier has no family or emotional problems which could hamper his/her performance.
X	Soldier possesses excellent military bearing and appearance and has no obvious distracting physical abnormalities or mannerisms. Soldier is reflective of the NCO Corps and is able to represent the United States Army in a civilian environment.
NA	Soldier is not pregnant (female).
NA	Soldier is not married to another service member.
NA	Soldier is married to the following service member:
NA	NAME (Last, First, Middle) GRADE SSN

PART II - UNQUALIFIED

After interviewing:

NAME (Last, First, Middle) DOE, DANIEL U.	GRADE SSG	SSN 123-45-6789
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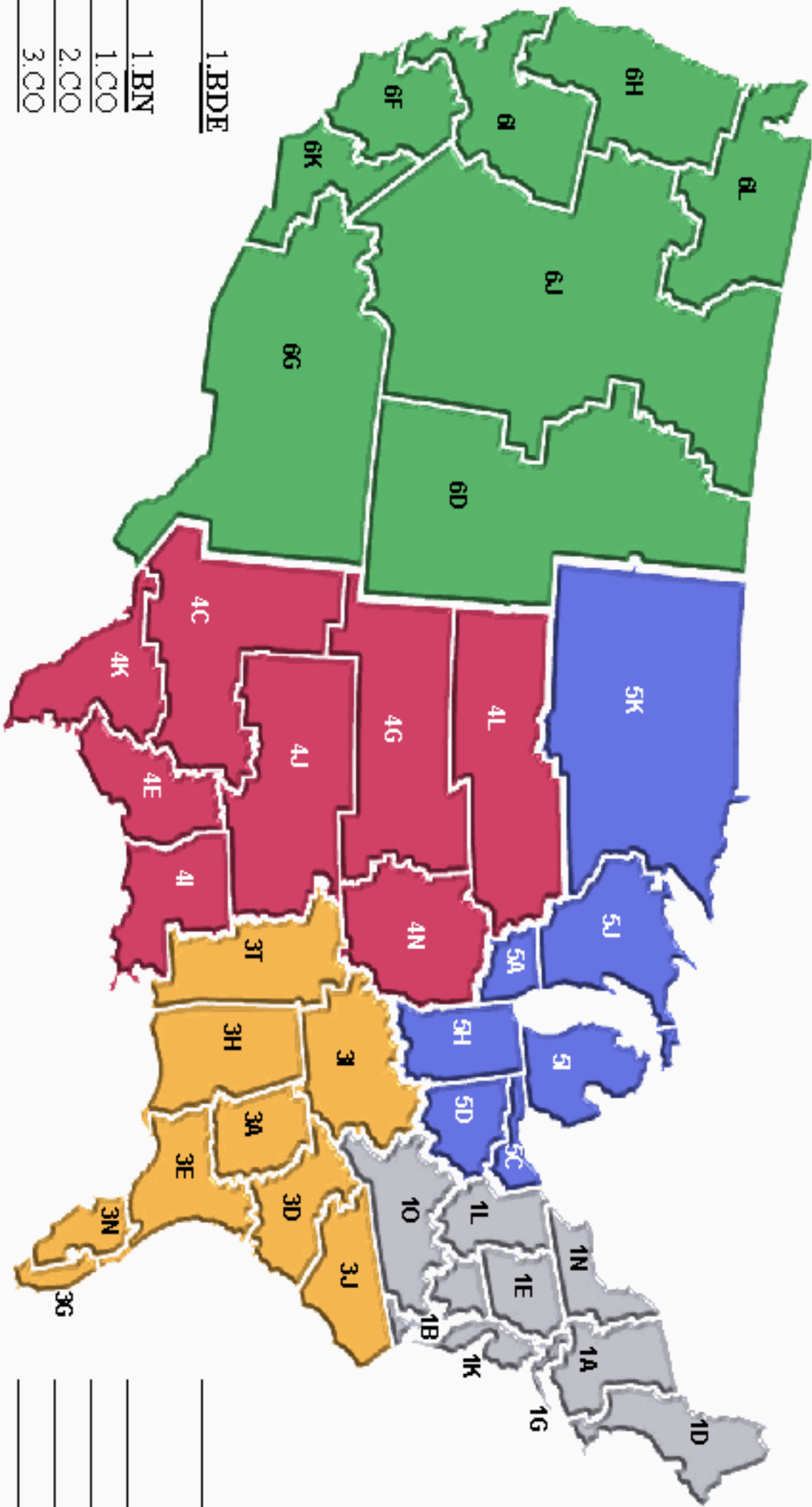
I consider the soldier unqualified for recruiting duty for the following reason: (Be specific. Use reverse if more space is necessary.)

NOTES:

1. YOUR BATTALION COMMANDER OR FIRST LTC SUPERVISOR COMPLETES THIS FORM. NO DELEGATION IS AUTHORIZED UNLESS ACCOMPANIED BY ASSUMPTION OF COMMAND ORDERS. YOU SHOULD COMPLETE THE ADMIN PORTION OF PART I AND THE BN CDR/LTC SUPERVISOR MUST COMPLETE THE REMAINING BLOCKS. THE BN CDR/LTC SUPERVISOR SIGNS AT THE BOTTOM OF THE FORM AND YOUR PSNCO PROVIDES THEIR NAME AND PHONE NUMBER.
2. THIS AREA CAN BE LEFT BLANK UNLESS BN CDR/LTC SUPERVISOR DETERMINES YOU ARE NOT QUALIFIED TO BE AN ARMY RECRUITER.
3. THIS AREA CAN ALSO BE USED TO MAKE POSITIVE COMMENTS ON WHY YOU WOULD BE AN OUTSTANDING RECRUITER.

NAME OF PSNCO/POC SFC HARRIS	TYPED OR PRINTED NAME AND RANK OF INTERVIEWING OFFICER JOHN H. DEERE/LTC
AUTOVON TELEPHONE NUMBER OF PSNCO/POC DSN: 536-2222	SIGNATURE OF INTERVIEWING OFFICER DATE 11 FEB 2000 SIGNATURE OF COMMANDER GOES HERE

**Assignment Preference Statement
as a Recruiter in U.S. Army Recruiting Command**



1.BDE

1.BN

1.CO

2.CO

3.CO

2.BN

4.CO

5.CO

6.CO

3.BN

7.CO

8.CO

9.CO

2.BDE

4.BN

10.CO

11.CO

12.CO

5.BN

13.CO

14.CO

15.CO

6.BN

16.CO

17.CO

18.CO

Make your preference for assignment as a Recruiter known by selecting a total of 3 companies, 3 battalions (from 2 different brigades) and putting an order-of-preference

1. Personal Information

Last Name: _____ First Name: _____ MI: _____
Rank: _____ DOB: _____ Age: _____ Sex: _____ Ethnic Origin: _____
Marital Status: _____ Is spouse Active Duty Army: _____ Number of Dependents to include
spouse: _____ Current MOS: _____ Secondary MOS: _____
Years AFS: _____ Civilian Education: _____ GT Score: _____
ST Score: _____ E-mail Address: _____

2. What is your reason for wanting to become a Recruiter?

3. How did you hear about the program?

___ Web site ___ Installation briefing ___ Enlisted Member ___ Warrant Officer
___ Commissioned Officer ___ Other

4. If a Commissioned/Warrant Officer or Enlisted member told you about the program, has
He/she been to our briefings? Yes ___ No ___

5. Did you use the Volunteer Recruiter web site to assist you in your application: Yes ___ No ___

6. If you used the web site, was it useful? Yes ___ No ___

7. What changes if any, would you make to the web site to improve it?

8. Did you encounter any Impediments / Problems with your application process? Yes ___ No ___

9. If you encountered any impediments or Problems what were they?

10. Did or have you had any Telephonic or Personal contact with any member of the Recruit
The Recruiter Team? Yes ___ No ___

11. If so, Please provide their name and how they assisted you?

12. If you E-mailed the Recruiting team did they respond in a timely manner? Yes ___ No ___

13. Did you use any of the following web site (s) in your application process?
___ SSI (Soldiers Support Institute) ___ PERSCOM ___ Other

14. Do you have any concerns about applying to become a Recruiter?

15. Did you solicit assistance from any of the following while preparing your application?

___ PSD ___ MPD ___ Re-enlistment NCO

16. Where the PSD/MPD or Re-enlistment personnel helpful and knowledgeable? Yes ___ No ___

17. If not please explain so we can provide training that will result in better assistance in the future.

18. Was your NCO Leadership and Chain of Command knowledgeable of the Volunteer Recruiter Program? Yes ___ No___

19. What could leaders do to provide better assistance?

20. Do you have any comments or suggestions?

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: What is the difference between a DA-selected Recruiter and a Volunteer Recruiter?

A: A DA-selected Recruiter is an NCO whose branch has nominated him/her for duty as a recruiter. Each MOS branch is responsible for assigning soldiers and some of the assignments could be for special duty such as recruiter. If you meet the criteria, you could very well be DA-selected for this assignment. There is a similar program for selecting Drill Sergeants. For example, last FY over 1000 NCOs were DA-selected for recruiting duty. This means 1000 NCOs were selected to serve outside their PMOS, sent to recruiting school and assigned as needed by the United States Army Recruiting Command (USAREC). Each received their recruiter duty assignments around the 4th week of school. Volunteer Recruiters, on the other hand, know their assignment before attending recruiting school. They make their preference known by selecting nine out of the 41 Recruiting Battalions. Volunteer Recruiters usually received one of their nine choices; however, there are no guarantees. Last FY, 90% of all Volunteer Recruiters received one of their first three assignment choices.

Q: How many individuals will I be responsible for enlisting each month?

A: The average mission per recruiter across the command is 2 contracts per month. Again, this is an average. Without getting too specific, mission is distributed across the command according to DOD enlistments during previous years within specific zip codes. All of your training is geared towards prospecting for and processing at least 2 enlistments monthly. Also, you will be responsible for your market area, particularly at least one high school from which students may only join the Army through you.

Q: I have always been a successful soldier, can I be certain that my success will continue in USAREC?

A: Upon completion of the Army Recruiter Course (ARC), you will be trained and ready to perform your duties as a recruiter; however, your training will not end with the ARC. You will be placed in a 9-month transitional program, called the New Recruiter Program. These 9 months are nonrated, allowing you time to learn the more about recruiting.

Q: What happens to my career if I am unsuccessful in recruiting?

A: USAREC has never used failure to make mission as a means to destroy a career. Does the Army ruin the career of an infantryman that cannot fire his weapon? No, training is increased so soldiers can reach the standard. However, a poor attitude or work ethic could hurt your career in USAREC. You must continually perform with a positive attitude regardless of mission success. A superb attitude and a good work ethic usually result in success as a recruiter.

Q: Where will my dependents go for medical/dental/emergency support?

A: As a recruiter, you will use TRICARE because you will probably not be located near a military installation. Each battalion has a Health Care Advisor that will brief you upon arrival and show you how your family's medical needs will be met.

Q: Where will I live while I am a Recruiter?

A: Housing is your decision. You can rent, buy, or if you are located near a military installation, apply for quarters. Your sponsor can send you housing information well in advance so you can get a preview of cost and location. It is recommended that you live near your assigned recruiting station.

Q: Will I be able to change my MOS to 79R if I want to remain a recruiter longer than the standard three-year tour?

A: You can convert to 79R as early as 18 months as a recruiter, but in most instances you must have 24 months or more. You will receive appropriate counseling from your chain-of-command should you decide to convert. This is a career decision that you must make. If you choose not to convert, or if your conversion is denied, you will complete your 3-year tour and return to your MOS.

Q: I have been on station for 9 months and I want to be a recruiter now. Why can't I apply?

A: Normally soldiers are stabilized at CONUS installations for 24 months after PCS. You can apply after you have 12 or more months on station, because by the time you get selected and PCS to your recruiting battalion, you will have close to or more than 24 months on station.

Q: I have less than six months remaining on my overseas tour in Germany. Why can't I apply?

A: Once you have a return assignment—and this is usually done at least six months prior to DEROS for long tour areas—we can't take you into the program until you reach your CONUS assignment and have 12 or more months on station. Also, it takes about 6 months to process your application and to obtain a school date for the Army Recruiting Course.

Q: I am stationed overseas, can I apply?

A: For long tour areas, you must complete 2/3rds of your tour. This means you must have between 6 and 12 months remaining until DEROS. For short tour areas (1 yr tours) you must have between 6-10 months until DEROS. You cannot apply prior to meeting these requirements because we cannot reassign you until your DEROS assuming you are qualified and selected. We do not have the authority to curtail your tour. Also, if you have less than the required 6 months, you probably already have a return assignment, or soon will have one, and we cannot get you diverted into the recruiter program. If your return assignment is made earlier than 6 months before DEROS, you probably cannot get deleted to apply for the recruiter program. If you want to become a recruiter, you need to apply as soon as you meet the time on station requirement and not wait until you have the minimum amount of time left til DEROS.

Q: I have been selected and want to know more about my PCS move to become a recruiter.

A: Your reassignment will depend upon circumstances and, in some instances, your desires. CONUS based, soldiers—with or without family members--go to the Army Recruiting Course (ARC) TDY and return to their parent unit, outprocess, and then report to the recruiting battalion. OCONUS based, single soldiers go to the ARC TDY enroute before reporting to the recruiting battalion within 5 days of graduation. OCONUS based soldiers with family members will PCS to the assigned recruiting battalion and then go TDY and return to the ARC about 2 weeks later. There are exceptions to this standard, but special circumstances must apply.

Q: I am not sure if I am qualified, because I am a SGT(P), married with 2 children, and I pay child support for 1 other child.

A: The limit on family members (including spouse) for a SGT(P) is 3 family members. You have a spouse, plus 2 children for a total of 3, but you must count the 1 child for which you pay child support. With a total of 4 family members, you are not eligible without a waiver. If you feel you have a strong record and have adequate spendable income, you may submit an application and it will be reviewed to determine if a waiver will be granted. In counting family members, you should include all family members that reside with you (including spouse) and any children for which you pay child support.

Q: I have a tattoo on my arm, will this affect my eligibility?

A: You cannot have any tattoos that may be perceived as offensive, sexist, distasteful, gang related, etc. and you must provide a photo of each tattoo that is clear in detail and clearly shows each tattoos, except for those in private areas.

Q: I declared bankruptcy 6 years ago, can I apply to become a recruiter?

A: Yes, you can apply because your bankruptcy was over 5 years ago, but the bankruptcy may be a factor in your selection. You cannot have had a bankruptcy within the past 5 years, cannot have current credit problems, and must have adequate discretionary income.

Q: I have a GED, can I qualify?

A: Yes, if you have 30 semester hours of college beyond the GED. CLEP or DANTES credit is not acceptable. It is possible to get a waiver of this requirement if you have a strong record otherwise.

Q: What are the Time in Service (TIG) and Time in Grade (TIG) limits?

A: SGT: maximum 8 years TIS, no TIG restriction

SGT(P) or SSG: maximum 12 years TIS, no TIG restriction

SSG(P) or SFC: maximum 14 years TIS and maximum 2 years TIG for the SFC

Waivers are possible to these standards if you have an outstanding record.

Q: I am a SSG who is 40 years old. Can I apply?

A: The age standard is: You must be at least 21 years old, but not exceed 37 for SGT or 39 for SSG or SFC. Since you exceed the age limit by 1 Year (39 for SSG), you can apply but you will require a waiver. Your waiver will be evaluated at USAREC after a review of your entire application.

Q: I only have 18 months til ETS, Can I apply?

A: Yes, you can apply but you will eventually have to reenlist or extend to have 3 years service remaining after completion of the Army Recruiting Course (ARC). We do not enforce this requirement when you submit your application, but if you are selected, you will have to extend or reenlist before your orders to attend the ARC are published.

Q: I have a family member enrolled in the Exceptional Family Member Program (EFMP), can I qualify?

A: There are no established restrictions, however, you must provide a copy of your family member(s) enrollment in the EFMP with your application.

Q: I have a P3 profile, can I apply?

A: It depends upon the type of profile. Minimum profile standard is a PULHES of 132221. If you have a 3 under any area other than U (upper extremities), then you are not qualified. If you have a P3 profile under the U, you might be qualified, but you must also include a copy of the findings from your MMRB.

Q: I have a P3 profile and my MMRB states I can stay in the Army, but not in my primary MOS, can I apply to become a recruiter?

A: No. if you are required to reclassify, you are not eligible for the program.

Q: I received a summarized Article 15 last year, can I apply?

A: An Article 15 does not preclude you from applying, but it might be a factor in your selection. For us to make a decision, you must include a copy of all Article 15s, including summarized. If you cannot find a copy of the Article 15, then include a memo from your commander that explains the charge(s) and punishment administered.

Q: I am a prior recruiter and I would like to go back on recruiting duty, is this possible?

A: Yes it is possible. You must meet the same prerequisites as everyone else and then provide additional documentation with your application. Prior recruiters (previously awarded SQI 4) must include the following: (1) All NCOERs from the time entered recruiting duty til present; (2) All point sheets from prior recruiting duty and orders for highest level recruiting award, (3) A copy of your highest recruiter award (GB, 1SS, 2SS, 3SS, Ring, Medallion), and (4) A statement that indicates where assigned while on recruiting duty.

Q: I know my spouse must also apply and get accepted if I am enrolled in the Married Army Couples Program, but what if I disenroll so I can apply for this program?

A: When you are married to another service member, both of you must volunteer, be qualified and be accepted, regardless of whether or not you are enrolled in the MACP.

Q: Can I continue to go to school or college while on recruiting duty?

A: Yes. As a matter of fact, you will be encouraged to continue your education because it will benefit you both personally and professionally. You benefit from the education and you are also more visible to your market. Attending a college or school could put you in contact with prospects.

Q: Can I be stationed overseas as a recruiter?

A: Not usually. The only OCONUS location open to a volunteer recruiter is Puerto Rico and you must also speak Spanish.

Q: Can I get promoted or attend NCOES schools while on recruiting duty?

A: Of course you can get promoted and attend BNCOC or ANCOC. As a matter of fact, your tour as a recruiter should help speed up the process of promotions and the follow on NCOES school.